

PERSONNEL AND TRAINING BUREAU  
PERSONNEL DIVISION

OCT 27

October 12, 2003

NOTICE

**TO:** All Commanding Officers

**FROM:** Commanding Officer, Personnel Division

**SUBJECT:** CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES  
NOTICE



RECEIVED  
OCT 15 2003  
MANAGEMENT SERVICES  
DIVISION

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Personnel Services Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Personnel Services Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

**NOTE:** Effective immediately, to re-advertise for the following week, please notify Civilian Personnel Services Section at (213) 485-4084 by 12:00 noon on Wednesday of each week. If notification is not received by the deadline, your advertisement will be deleted.

TRANSFER INFORMATION DEADLINE – October 24, 2003  
TRANSFER PUBLICATION DISTRIBUTION – November 11, 2003  
TRANSFER EFFECTIVE DATE – November 16, 2003

**THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE**

SECRETARY

Audit Division	Day Watch	Marilyn Molloy	(213) 485-0644
----------------	-----------	----------------	----------------

SENIOR CLERK TYPIST

Audit Division	Day Watch	Marilyn Molloy	(213) 485-0644
----------------	-----------	----------------	----------------

**THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE**

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

**SENIOR MANAGEMENT ANALYST I**

<b>Commission Investigation Division</b> (Alarms Section)	Day Watch	Maria Heredia or Donna Munoz	(213) 473-5063
<b>Risk Management Group</b> (Discovery Section)	Day Watch	Melissa Krance	(213) 978-2106

**MANAGEMENT ANALYST II**

<b>Continuing Education Division</b>	Day Watch	Dawn Eck	(213) 485-3149
<b>Facilities Management Division</b> (Office relocating to 2 <sup>nd</sup> and Figueroa)	Day Watch	Cora Constantino	(213) 847-1439
<b>Hollenbeck Area</b> (CAD Unit)	Day Watch	Elisa Torres	(323) 526-3010
<b>Jail Division</b> (Administrative/Research Unit)	Day Watch	Mary Keating	(213) 485-2545
<b>Metropolitan Division</b>	Day Watch	Thahn-Nha Dunkle	(213) 485-4015
<b>Operations-West Bureau</b> (Two positions)	Day Watch	Det. Farrel	(213) 473-0277
<b>Personnel Division</b> (Civilian Personnel Services Section)	Day Watch	Kathy Sheehan	(213) 485-4084
<b>Personnel Division</b> (Medical Liaison Section)	Day Watch	Rachel Moody	(213) 485-4087
<b>Records and Identification Division</b> (Administrative Section)	Day Watch	Carl Paneno	(213) 485-2605
<b>Recruitment and Employment Division</b> (Two positions)	Day Watch	Patrick Woo	(213) 485-0570
<b>Risk Management Group</b> (Discovery Section) (Risk Analysis Section) (Seven positions)	Day Watch	Melissa Krance	(213) 978-2106
<b>West Valley Area</b>	Day Watch	Sgt. Roth	(818) 756-8541

**BACKGROUND INVESTIGATOR I**

<b>Personnel Division</b> (Civilian Employment Unit)	Day Watch	Kathy Sheehan	(213) 485-4084
---	-----------	---------------	----------------

**PRINCIPAL CLERK POLICE III**

<b>Hollywood Area</b> (Records Unit)	Day Watch	Priscilla Scimonetti	(213) 485-4301
---	-----------	----------------------	----------------

**MANAGEMENT ANALYST I**

<b>Commission Investigation Division</b> (Alarms Section) (Charitable Services) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu) (Four positions)	Day Watch	Maria Heredia or Donna Munoz	(213) 473-5063
---	-----------	---------------------------------	----------------

<b>Continuing Education Division</b>	Day Watch	Dawn Eck	(213) 485-3149
--------------------------------------	-----------	----------	----------------

<b>Foothill Area</b> (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Andrea Moore	(818) 756-8860
---	-----------	--------------	----------------

<b>Jail Division</b> (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
---	-----------	--------------	----------------

<b>Metropolitan Division</b> (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Thanh-Nha Dunkle	(213) 485-4015
---	-----------	------------------	----------------

<b>Motor Transport Division</b> (Administrative Section) (9/80 schedule available)	Day Watch	Lisa Folsom	(213) 485-3495
--	-----------	-------------	----------------

<b>Ombuds Office</b> (Workplace Assessment Team)	Day Watch	Det. Gonzales	(213) 473-8868
---	-----------	---------------	----------------

<b>Personnel Division</b> (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
--	-----------	---------------	----------------

<b>Personnel Group</b> (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
---	-----------	---------------	----------------

**SECRETARY**

<b>Commercial Crimes Division</b> (Administrative Section)	Day Watch	Det. Mulldorfer	(213) 485-4131
---	-----------	-----------------	----------------

<b>Office of the Chief of Police</b> (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101
---	-----------	---------------	----------------

<b>Operations-Central Bureau</b>	Day Watch	Sgt. Vielma	(213) 485-3101
----------------------------------	-----------	-------------	----------------

**MANAGEMENT AIDE**

<b>Jail Division</b>	Day Watch	Mary Keating	(213) 485-2551
----------------------	-----------	--------------	----------------

<b>Valley Traffic Division</b>	Day Watch	Cathy Poulos	(818) 756-8722
--------------------------------	-----------	--------------	----------------

**SENIOR CLERK TYPIST**


<b>Central Traffic Division</b>	Day Watch	Sgt. Nunez	(213) 485-5107
<b>Communications Division</b> (Projects Unit-Valley)	Day Watch	Tracie Edwards	(213) 978-6570
<b>Critical Incident Investigation Division</b> (Administrative Section) (5/40, 9/80 and 4/10 schedules available) (Two positions)	Day Watch	Lt. Dobine	(213) 485-4011
<b>Fiscal Operations Division</b>	Day Watch	Renita Shaw	(213) 978-6683
<b>Jail Division</b>	Day Watch	Mary Keating	(213) 485-2545
<b>Motor Transport Division</b> (Fleet Services Section) (Two positions) (9/80 schedule available)	Day Watch	Lisa Folsom	(213) 485-3495

**CLERK TYPIST**

<b>Commercial Crimes Division</b> (Administrative Section) (Two positions)	Day Watch	Det. Mulldorfer	(213) 485-4131
<b>Critical Incident Investigation Division</b> (Administrative Section)	Day Watch	Lt. Dobine	(213) 485-4011
<b>Hollywood Area</b> (Records Unit) (Area Office) (Four positions)	Day Watch	Priscilla Scimonetti	(213) 485-4301
<b>Jail Division</b> (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
<b>Juvenile Division</b>	Day Watch	Det. Martinez	(213) 485-2801
<b>Pacific Area</b> (Records Unit)	Various	Marlene Greenfield	(310) 202-4518
<b>Personnel Division</b> (Civilian Personnel Services Section) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
<b>Personnel Division</b> (Personnel Records Section)	Day Watch	Lillian Salas	(213) 485-5245
<b>Risk Management Group</b> (Discovery Section)	Day Watch	Melissa Krance	(213) 978-2106
<b>Scientific Investigation Division</b> (Criminalistics)	Day Watch	Valoy Aybar	(213) 847-0031

CLERK TYPIST (CONT'D)

<b>77<sup>th</sup> Street Area</b> (Records Unit)	Various	Gloria Jones	(213) 485-4171
<b>utheast Area</b> (Records Unit) (Two positions)	Various	Dorothy Wiley	(213) 485-6918
<b>Van Nuys Area</b> (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
<b>Wilshire Area</b> (Records Unit)	Day Watch	Jeanne Austin	(213) 485-4031

  
THOM BRENNAN, Police Administrator  
Commanding Officer  
Personnel Division

Distribution "B"  
Disk: PAYGRADE